

## **1210.30 System Data Fixes**

Issued November 9, 2001

SUBJECT: System Data Fixes

APPLICATION: Executive Branch Departments and Sub-units.

PURPOSE: To provide policies and procedures to allow for correction of production records in MAIN FACS, a process commonly referred to as a "data fix" and to ensure that there are reasonable and adequate accounting and administrative controls over all corrections to production data.

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SUMMARY: This policy is used for instances where agencies are unable to correct erroneous production records in the State's accounting system (MAIN FACS) without intervention from MAIN staff. Before a data fix is implemented, approval is required of impacted agencies, the OFM, and in some cases, the Department of Treasury.

APPLICABLE FORMS: None.

PROCEDURES:

MAIN Staff:

- Document the nature, cause, and magnitude of the data fix problem along with a proposed solution to correct the problem. (Identify agencies impacted, dollar amounts, number of transactions, etc. as a part of documentation efforts.)
- Determine whether MAIN FACS requires software maintenance or an enhancement to prevent recurrence of the problem.
- Review the problem and proposed solution collaboratively with OFM and reach agreement on the approach to correct the problem.
- If the data correction impacts the State's cash accounts or cash reconciliation process, i.e., payment control table, payment cancellation table, cash control table, cash forecasting table, TRA impact, general ledger 0070 or 1011, deposits, payment liquidation, payment redemption, payment number, Bank ID, investment transaction codes, Treasury reports, payment file FTP to Treasury, etc., seek Department of Treasury's input on the problem and proposed solution.
- Notify impacted agencies of the nature of the problem and proposed solution.
- Obtain written approval from OFM and impacted agencies before implementing the data correction.
- Adequately document all procedures followed to correct the problem, including all test documentation, before and after system images, etc., that are necessary for reconstruction of the data prior to it being corrected. Retain this documentation for audit purposes and for subsequent review by OFM that the data correction was properly completed.

Agency Accounting Staff:

- Prior to solution implementation, formally acknowledge the problem and agree to the proposed solution in writing. Although there may be exceptions when an immediate solution must be implemented, generally impacted agencies have five business days to review and analyze the problem and proposed solution, and indicate via formal response to MAIN concurrence or dissent with the proposed solution.

OFM:

- Although there may be exceptions when an immediate solution must be implemented, generally OFM has five business days to review and analyze the problem and proposed solution, and indicate via formal response to MAIN concurrence or dissent with the proposed solution.
- Prior to data correction implementation, the OFM Director or his/her designee must approve all correction proposals in writing.

Department of Treasury:

- Although there may be exceptions when an immediate solution must be implemented, generally if the data correction impacts the State's cash accounts or cash reconciliation process, Treasury has five business days to review and analyze the problem and proposed solution, and indicate via formal response to MAIN concurrence or dissent with the proposed solution.
- If Treasury is impacted by the proposed data correction, the Treasury Financial Services Director or his/her designee must formally approve the data correction in writing prior to implementation of the data correction.

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Procedure 1210.30